

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 252PAGE  
NO. 1. ✓

1. Requesting Agency

MARYLAND VETERANS COMMISSION

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. MINUTES

Dates: 1938 - -

File Arrangement: Chronological

Minutes of the Commission have been maintained since 1938. Entries show all important actions, policy decisions, appointments, etc. of the Commission.

RECOMMENDATION: RETAIN PERMANENTLY.

2. GRAVES REGISTRATION

Size: 4" x 6"

Dates: 1924 - -

Quantity: 21 drawers

File Arrangement: Alphabetical

Annual Accumulation: 1 linear foot

For the period 1924-1954, cards were prepared for each veteran buried in the State. The file contains a few cards of deceased veterans buried prior to 1924. The cards show the name, war, home address, service, rank, where enlisted and discharged, date and place of burial, war record, next of kin and address, any remarks, and source of information. Since 1954 a photostatic copy of the death certificate, received from the State or Baltimore City Health Department, has been used as the grave registration.

Article 96 $\frac{1}{2}$ , Section 6 of the Annotated Code of 1951 requires the

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7. Agency, Division or Bureau Representative

Signature

State Service Officer

Title

5/2/1956

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.5/9/56  
DateMerrin S. Radloff  
ArchivistMAY 14 1956  
DateJ. Melusker  
Secretary

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6. Recommendation of Hall of Records and Board of Public Works.

Commission to preserve this register permanently.

RECOMMENDATION: RETAIN PERMANENTLY.

3.

VETERANS' RELIEF FILE (Case Histories)

Dates: 1924 - -

Quantity: 108 drawers (162 cubic feet)

File Arrangement: Alphabetical

Annual Accumulation: 3½ drawers (5 cubic feet)

Disposable Amount: 70 cubic feet (estimate)

Audit: State

Index: Yes, See Item 4

The Commission administers the Veterans Relief Fund. The fund is set aside for the relief of veterans, veterans' wives, widows, or minor children. No individual is eligible for more than \$200.00 in benefits. The file consists of individual folders for each applicant containing:

Application for Relief

Investigator's Report

Affidavit proving Maryland residency (occasional)

Record Sheet of payments made to applicant, shows date, amount, and total amount to date

Copy of Discharge (all World War II veterans and thereafter - occasionally for veterans prior to World War II)

Correspondence

Also included in the file is a slip of paper noting the relief check number, the date, and name and address of recipient.

Folders containing records of deceased veterans are stamped "deceased" but remain in the file. In instances where the individual has received the maximum benefits all records except the last application and the Record Sheet are removed to an inactive file. The latest application and Record Sheet remain in the active file.

RECOMMENDATION: RETAIN LATEST APPLICATION FOR RELIEF AND THE RECORD SHEET PERMANENTLY; RETAIN ALL OTHER DOCUMENTS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4.

RELIEF FUND PERMANENT BOOKS OF ACCOUNT

Two permanent records accounting for payments from the Relief Fund are maintained. These are the Check Register and the Reconciliation Ledger. (Canceled Relief Fund payment checks are

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BOARD OF PUBLIC WORKS

Date... MAY 14 1956

*[Signature]*  
Secretary

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included in Item 8 and will be retained for three years or until audited).

RECOMMENDATION: RETAIN PERMANENTLY.

5. RECORD CARD (INDEX)

Size: 4" x 6"

Dates: Includes veterans of Civil War and thereafter

The index or Record Card shows the veteran's name, race, war participated in, address, age, place of birth, married, number of dependents, branch of service, rank, dates of service, Federal compensation received, and the amount and dates of any funds granted by the Maryland Veterans Commission.

This index is in the process of preparation and has been completed through the name Jackson at this time (March, 1956).

RECOMMENDATION: RETAIN PERMANENTLY.

6. CLAIM FILE

Dates: 1924 - -

Quantity: 1 drawer, active deceased  
2 drawers, active living  
20 drawers, inactive deceased  
72 drawers, inactive living (total 95 drawers,  
145 cubic feet)

File Arrangement: Alphabetical

Annual Accumulation: 3 drawers

The Commission assists veterans, their dependents or survivors who are or may be entitled to aid from the Federal Government. Individual file folders are maintained, containing the following records:

Case File Face Sheet - shows name, claim number, war participated in, service number, dates of service, branch of service, disability, and a brief summary of each action undertaken by the Commission in its efforts to assist the veteran or other claimant

Correspondence

Various Veterans Administration forms

Acknowledgment of Veterans Administration that the Commission holds the veterans power-of-attorney.

Other records which may be in the file include various affidavits of proof of service, marriage, dependency, age, etc.; documents concerned with litigation involving the claimant, Veterans Administration and Veterans Commission; and data concerned with hospitalization, service, insurance, death benefits, widows rights, veterans

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No. 5. Description of Records

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preference, etc.

There is continuing reference to this file for various purposes, and later claims or actions frequently involve use of records filed for claims processed at an earlier date. There is, however, a great deal of material in the file which has limited reference value, such as most of the correspondence including letters of transmittal and form letters. It is the practice of the Commission to periodically remove from the file this type of material having transitory value.

RECOMMENDATION: RETAIN ALL DOCUMENTS PLACED IN THE FILE FOR THREE YEARS; THEREAFTER DESTROY THOSE DOCUMENTS WHICH ARE OF EPHEMERAL OR TRANSITORY VALUE; AND RETAIN ALL OTHER DOCUMENTS PERMANENTLY.

7. GENERAL CORRESPONDENCE

Dates: 1936 - -

Quantity: 2 drawers

File Arrangement: Alphabetical

Annual Accumulation: less than  $\frac{1}{2}$  cubic foot

Disposable Amount:  $1\frac{1}{2}$  cubic feet

Correspondence concerned with the functions of the Commission. It is with Federal, State, local and other State agencies; professional civic, and veterans organizations; lawyers, individuals, etc. Correspondence concerned with a particular claim is filed in the individual Claim or Relief File as the case may be.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

8. ACCOUNTING RECORDS

Dates: 1938 - -

Quantity: 4 drawers plus 10 cubic feet in storage  
(total 16 cubic feet)

File Arrangement: Chronological

Disposable Amount - 12 cubic feet

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry are to be retained permanently. Specifically these supporting records are:

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MAY 14 1959

Date .....

  
Secretary

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**Comptroller of the Treasury**

Form No.

E-1-S	Distribution of Charges
E-1 and E- $\frac{1}{2}$	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly HR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

**Purchasing Bureau (Department of Budget and Procurement)**

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

**Budget Bureau (Department of Budget and Procurement)**

BB-1 (Rev.)	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)

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*McLuskey*

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Others

Vendors Invoices  
Bank Deposit Slips  
Bank Statements  
Bank Deposit Receipts  
Canceled Checks  
Check Stubs

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-B approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

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*[Signature]*  
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10. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard state-wide form prepared annually for each employee.

Leave applications  
Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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